



ADOA – General Accounting Office

TRIRIGA MANUAL: REAL ESTATE





Real Estate

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Activities are indicated with an icon



REAL ESTATE

Purpose

This training guide covers the use of IBM TRIRIGA, a web-based Facilities Management application that supports real estate management including contract management. You will learn how to functions related to real estate management.

Course Objectives

In this training guide, you will:

- Identify and perform the real estate management functions

Real Estate Functions

Learning Objectives

In this lesson, you will:

- Examine the process of creating a real estate contract
- Review the management of real estate contracts
- Review the management of real estate payments
- Review the management of real estate transaction plans
- Review the management of real estate transaction projects

Lesson Overview

In TRIRIGA, the Real Estate functions allows you to plan real estate transactions and manage real estate projects for an organization. Portfolio plans, implementation plans, and transaction plans can all be organized into a real estate portfolio. This lesson focuses on the real estate functions for creating and managing contracts, payments, transaction plans, and transaction projects.

Creating Real Estate Contract

Real estate contracts are developed using a facilitated contract abstraction process. Abstracting a lease into an electronic form facilitates easy access to key information, rather than needing to read the entire contents of the contract each time. You should be able to abstract any information within a lease that is needed to support the requirements, including information to search from, report on, set notifications, include in a workflow, or analyze and compare with other records. All costs spelled out in a lease should also be abstracted for a cost analysis.

The abstraction process can be initiated from the transaction planning process or a contract can be abstracted directly, independent of the transaction plan. While lease contracts require significantly more abstraction, a similar process can be used to define owned property contracts.



Creating a Lease Abstract

The Contracts > Leases portal is used to view real estate contracts and asset leases. The Related Links section contains a link to the Lease Abstracts page.

On the Lease Abstracts page, click the Add action to create a new Lease Abstract form. On the Lease Abstract form, enter some basic information and click the Create Draft action. The form status will change to Draft and additional tabs and form actions will become available. The additional tabs represent clause types to be abstracted.

General Tab

The General tab contains many sections that capture the defining information for the lease abstract. The Details, Critical Dates, Primary Locations, Tenant, and Landlord sections all provide fields and sections where key information is entered.

Details Section

The Details section contains many key fields and is used to define the Location information, Lease Type, Lease Category, Primary Use, and Contract Status.



In the Location Lookup field, enter or use the Search icon to select the location information for the lease abstract. The location address can be manually entered if the lease is not tied to an existing location record in TRIRIGA. When entered, data will be inferred in the following fields if available: Location, Geography Path, Address, City, State/Province, County, Zip/Postal Code and Country.

In the Geography Path field, enter or use the Search icon to select the Geography Path. When entered, data will be inferred in the following fields: City, State/Province, County and Country.

Determine if the Location exists and if the Location is not already set up in the Location Hierarchy, click Create New Location on the Primary Address section bar. Enter Location Details and Setup Details and click Continue. The information populates the Location Lookup field on the Lease Abstract record.

Complete the Details section, including values for the following fields, where appropriate:

- **Lease Type** – Select from:
 - **Expense Lease** – This is the most common. Used when space is leased from a landlord
 - **Expense Lease – Master Sublease** – An expense lease used when subleasing space from another party
 - **Income Lease – Sublease** – An income (AR) based lease used when part of an expense lease is subleased to a third party
 - **Income Lease – Third Party Lease** – An income (AR) based lease used when setting up third-party tenants in an owned building
 - **Inter-Agency Lease** – A lease type used when one internal agency is leasing space from another internal agency
- **Lease Category** – Use the Search icon to select the Lease Category type for the Lease Abstract record. In the search list, the system displays the available types as defined in the Lease Class business object of the Classifications Hierarchy
- **Primary Use** – Use the Search icon to select the Primary Use of the Lease Abstract record. In the search list, the system displays the available types as defined in the Lease Primary Use business object of the Classification Hierarchy
- **Contract Status** – Use the Search icon to select the Contract Status of the Lease Abstract record. In the search list, the system displays the available types as defined in the Lease Contract Status business object of the Classification Hierarchy

Complete other fields as necessary in the Details section.

Critical Dates Section

In the Critical Dates section, click the Calendar icon for each field and select the Commencement Date, Construction Start Date, Expiration Date, Construction End Date, Rent Commencement Date, Occupancy Date, and Legal Notice Date, as appropriate.

| Critical Dates | |
|----------------------------|-------------------------------|
| Commencement Date | <input type="text"/> [25] [📅] |
| Base Lease Expiration Date | <input type="text"/> [25] [📅] |
| Rent Commencement Date | <input type="text"/> [25] [📅] |
| Legal Notice Date | <input type="text"/> [25] [📅] |
| Construction Start Date | <input type="text"/> [25] [📅] |
| Construction End Date | <input type="text"/> [25] [📅] |
| Occupancy Date | <input type="text"/> [25] [📅] |



These dates are used to populate other fields in other sections and tabs in the Lease Abstract.

Premise Location Section

In the Premise Location section, click Find to identify location(s) in the Location Hierarchy and select from the choices.

| Premise Location | | | | | | | Add Find Remove |
|--------------------------|----------------|------------------|----------------|--------------|------------------|----------------|---------------------|
| 0 total found | | | | | | | Show: 10 |
| <input type="checkbox"/> | ! Premise Name | Included In Rent | Effective From | Effective To | Rentable (lease) | Usable (lease) | |
| No data to display | | | | | | | |

Click Add to add a location without an association in the Location Hierarchy as a line item in the Premise Location section.

Continue adding premise locations to this section, as needed.

Tenant Section

In the Tenant section, enter values for Tenant Contact Organization Lookup.

| Tenant | | Create New Organization |
|---------------------------|----------------------|---|
| Tenant Contact Org Lookup | <input type="text"/> | |
| Legal Name | <input type="text"/> | |
| Legal Classification | <input type="text"/> | State/Country of Incorporation <input type="text"/> |
| Company Registration ID | <input type="text"/> | Place Of Registration <input type="text"/> |
| Address | <input type="text"/> | |
| City | <input type="text"/> | Post Box <input type="text"/> |
| City Sub-Division | <input type="text"/> | State/Province <input type="text"/> |
| Zip/Postal Code | <input type="text"/> | Country <input type="text"/> |
| Contact Lookup | <input type="text"/> | |
| Contact Name | <input type="text"/> | Contact Fax <input type="text"/> |
| Contact Work Phone | <input type="text"/> | Contact Email <input type="text"/> |
| Complex Name | <input type="text"/> | Building Name <input type="text"/> |
| Room ID | <input type="text"/> | Department <input type="text"/> |
| Customer Number | <input type="text"/> | |

External organizations are created via nightly batch interface from AFIS for vendors and customers flagged as TRIRIGA organizations. If the Tenant Organization is not already set up in the Organization Hierarchy, a new Tenant Organization can be created by clicking Create New Organization on the Tenant section bar.

For the new organization, enter the General information and Setup Details and click Continue.

In the Setup Details section, the system creates the new organization under the Parent Organization in the Organization Hierarchy and in the Organization Form Type specified.

The system populates the Tenant Contact Organization Lookup field and related fields in the Tenant section of the Lease Abstract form. Similarly, the system populates the Landlord, Management Company, and Guarantor sections from their respective section bars.

Landlord Section

In the Landlord section, enter values for the Landlord Organization Lookup.



| Landlord | | Create New Organization |
|---|---|-------------------------|
| Landlord/Owner Organization Lookup <input type="text"/> | | |
| Legal Name <input type="text"/> | | |
| Legal Classification <input type="text"/> | State/Country of Incorporation <input type="text"/> | |
| Federal ID <input type="text"/> | Place Of Registration <input type="text"/> | |
| Address <input type="text"/> | | |
| City <input type="text"/> | Post Box <input type="text"/> | |
| City Sub-Division <input type="text"/> | State/Province <input type="text"/> | |
| Zip/Postal Code <input type="text"/> | Country <input type="text"/> | |
| Contact Lookup <input type="text"/> | | |
| Contact Name <input type="text"/> | Contact Fax <input type="text"/> | |
| Contact Email <input type="text"/> | Contact Work Phone <input type="text"/> | |
| Complex Name <input type="text"/> | Building Name <input type="text"/> | |
| Room ID <input type="text"/> | Department <input type="text"/> | |
| Vendor Number <input type="text"/> | | |

External organizations are created via nightly batch interface from AFIS for vendors and customers flagged as TRIRIGA organizations. If the Landlord Organization is not already set up in the Organization Hierarchy, a new Landlord Organization can be created by clicking Create New Organization on the Landlord section bar.

For the new organization, enter the General information and Setup Details and click Continue. In the Setup Details section, the system creates the new organization under the Parent Organization in the Organization Hierarchy and in the Organization Form Type specified.

The system populates the Landlord Organization Lookup field and related fields in the Landlord section of the Lease Abstract form. Similarly, the system populates the Tenant, Management Company, and Guarantor sections from their respective section bars.

Accounting Tab

On the Accounting tab, enter values for the following fields, as appropriate:

- **Accounting Type** – Select the Accounting Type applicable for the Lease Abstract
- **Spend Category** – Use the Search icon to select the Spend Category under which the Lease Abstract record is classified
- **Accounting Start Date** – This field is auto-populated from the Commencement Date in the Critical Dates section, the value can be changed here
- **Accounting Cost Center** – Use the Search icon to select the Accounting Cost Center responsible for incurring the cost of the lease
- **Accounting End Date** – This field is auto-populated from the Expiration Date in the Critical Dates section, the value can be changed here
- **Create Straight Line Adjustments?** – Check this box to add straight line adjustments to the Lease Abstract
- **Operating Portion of Capital Lease** – Enter an amount, as a percentage not to exceed 100%
- **Straight Line Capital Portion of Rent?** – Check this box to add straight line capital portion of rent to the Lease Abstract

Rent Tab

Provide rent, index adjustment, sales reporting, sales reporting, and/or commissions information for the Lease Abstract.

Lease Details

Lease Adjustment Type

Does lease have Sales Reporting requirements? ☐

Does lease have Commissions Due? ☐

Rent Clause | Rent Schedules | Historic Payment Schedules

Rent Clause

Document References:

Document Type Granted In Lease

Section Page

Abstract Notes

Clause Details:

Includes Index Adjustment? ☐

Clause Summary

Clause Text

Font Family Font Size Format



Default Tab

The Default tab contains document reference, clause details, monetary-default clause details, and monetary-default clause specifics. For each Default clause entry, complete the following fields:

- Document Reference
- Clause Details
- Default Clause Type
- Clause Summary
- Default Clause Details

| Default Clause | | Add Clause Save Clause Clear Wizard | |
|---|--------------------------|---|--------------------------|
| Document Reference: | | | |
| Document Type | <input type="text"/> | Granted In Lease | <input type="text"/> |
| Section | <input type="text"/> | Page | <input type="text"/> |
| Abstract Notes | <input type="text"/> | | |
| Clause Details: | | | |
| Default Clause Type | <input type="text"/> | | |
| Clause Summary | <input type="text"/> | | |
| Default Clause Details: | | | |
| Is Notice Required Before Monetary Grace Period Begins? | <input type="checkbox"/> | Grace Period For Monetary Default | 0 <input type="text"/> |
| Cap on events of Monetary Default before Grace Period N/A? | <input type="checkbox"/> | Number of Monetary Events | 0 <input type="text"/> |
| Grace Period for Non-Monetary Default | 0 <input type="text"/> | Is Notice Required Before Non-Monetary Grace Period Begins? | <input type="checkbox"/> |
| Cap on events of Non-Monetary Default before Grace Period N/A? | <input type="checkbox"/> | Number of Non-Monetary Events | 0 <input type="text"/> |
| Events of Non-Monetary Default | <input type="text"/> | | |
| Abandonment / Go Dark <input type="checkbox"/> | | Abandoned / Go Dark Duration 0 <input type="text"/> | |
| Voluntary / Involuntary Bankruptcy <input type="checkbox"/> | | Involuntary Bankruptcy Duration 0 <input type="text"/> | |
| Receivership <input type="checkbox"/> | | Receivership Duration 0 <input type="text"/> | |
| Assignment for Benefit of Creditors <input type="checkbox"/> | | Assigned to Creditors Duration 0 <input type="text"/> | |
| Written Admission of Failure to Pay Debts <input type="checkbox"/> | | Written Admission of Failure to Pay Debts Duration 0 <input type="text"/> | |
| Violation of Lease Provisions <input type="checkbox"/> | | Violation of Lease Provisions Duration 0 <input type="text"/> | |
| Is Non-defaulting Party Permitted self-help remedy? <input type="checkbox"/> | | Is Defaulting Party obliged to reimburse costs? <input type="checkbox"/> | |
| Tenant right to cure Landlord defaults under Mortgage/Ground Lease? <input type="text"/> | | | |
| Tenant obliged to give Lender notice of Landlord defaults under Lease? <input type="text"/> | | | |

Security Deposit Tab

For each Security Deposit clause on the Security Deposit tab, complete the following fields:

- Document Reference
- Clause Details
- Deposit Details
- Guarantee Type
- Payment Type
- Separate Account Required?
- Interest Bearing Account Required?
- Guarantor
- Deposit Amount
- Expected Returned Amount
- Deposit Date
- Expected Returned Date



- Deposit Returned
- Auto-Generate Deposit Schedules?

| Clause Details | | Add Clause Save Clause Clear Wizard | |
|----------------------------------|--|---|--|
| Document Reference: | | | |
| Document Type | <input type="text"/> | Granted In Lease | <input type="text"/> |
| Section | <input type="text"/> | Page | <input type="text"/> |
| Abstract Notes | | | |
| Clause Details: | | | |
| Clause Summary | | | |
| Deposit Details: | | | |
| Guarantee Type | <input type="text"/> | Payment Type | <input type="text"/> |
| Separate Account Required? | <input type="checkbox"/> | Interest Bearing Account Required? | <input type="checkbox"/> |
| Guarantor | | | |
| Deposit Amount | <input type="text" value="5.00"/> US Dollars | Expected Returned Amount | <input type="text" value="5.00"/> US Dollars |
| Deposit Date | <input type="text" value="25"/> | Expected Returned Date | <input type="text" value="25"/> |
| Deposit Returned | <input type="checkbox"/> | Auto-Generate Deposit Schedules? | <input type="checkbox"/> |
| Account Balance | <input type="text" value="5.00"/> US Dollars | Current Interest Rate | <input type="text" value="0"/> |
| Required Amount | <input type="text" value="5.00"/> US Dollars | LOC # | <input type="text"/> |
| Letter of Credit Effective Date | <input type="text" value="25"/> | Letter of Credit Expiration Notice | <input type="text" value="0"/> |
| Letter of Credit Expiration Date | <input type="text" value="25"/> | Affected by Rent | <input type="checkbox"/> |
| Contact Name | <input type="text"/> | Contact Phone Number | <input type="text"/> |
| Drawdown | <input type="checkbox"/> | | |

Options Tab

On the Options tab, populate tenant renewal options and other options clauses.

Rights Tab

The Rights tab contains document references, clause details, and additional details regarding alterations, assignment/subletting, holdover, signage, restoration obligations, and other rights.

Allowances Tab

Enter Allowance clauses on the Allowances tab.

OpEx/CAM Tab

The OpEx/CAM tab contains operating expense (OpEx) and common area maintenance (CAM) clauses. Use the Add action in the CAM Clauses section to create new CAM-related clauses. Populate the values on the CAM Audit Setup sub tab as required, including base year, base cost, calculate rule, etc.

Use the Find action to create lists of services included and excluded in the OpEx/CAM on the contract.



Provide OPEX/CAM Information for the Lease Abstract.

Clause Details | CAM Audit Setup | Services Included | Services Excluded | CAM Schedules

Clause Details Add Clause | Save Clause | Clear Wizard

Document Reference:

Document Type Granted In Lease

Section Page

Abstract Notes

Clause Details:

CAM Type

Clause Summary

Clause Text

Font Family Font Size Format

The CAM Schedules section shows the payment type, description, frequency, start date, end date, cost per unit, contract rentable, charge amount basis, expected cash pre-tax, total tax, expected cash total, and status of each payment scheduled.

Insurance Tab

The Insurance tab contains insurance clause details and insurance payment schedules.

Tax Tab

The Tax tab contains tax clause details and tax payment schedules.

Parking Tab

The Parking tab contains parking clause details and parking payment schedules.

Responsibilities Tab

The Responsibilities tab contains clause details and responsibility services items.

Activate and Complete Real Estate Abstract

A Real Estate Contract Abstract record creates a draft of the real estate contract before formally endorsing it. This can separate security between internal and outsourced resources that are abstracting contracts. Upon mutual agreement of the stipulated terms, the contract abstract serves as a formal Real Estate Contract record.

Selecting the Activate action will route the record for approval and change the status to Review in Progress. If no approvals are required, the status will change to Active and the record is set to a read-only state.

Once a Contract Abstract record is approved and activated, the contract administrator has the option to Complete the abstract record. The Complete action is used to complete the tasks associated with the record. On Completion, the information in the Contract Abstract record is copied and creates a Real Estate Contract record with the same name that appears in the Real Estate Contract page in a Draft status.



Once approved, a Real Estate Contract is considered to be in-effect. Defined request for payment schedules will be generated by the system, potentially including distribution of request for payment record date to AFIS.



Create a Real Estate Contract

Scenario

You have a new lease for your department. You will create a Lease Abstract and submit it in TRIRIGA.

Login to the TRIRIGA Home Page. Navigate to the Contracts > Leases portal.

1. Click the **Contracts** tab
2. Click the **Leases** option on the sub header to display the Leases landing page

Create the Lease record.

3. In the Related Links – Contract Leases section, click **New Lease Abstract**
4. Click **Create Draft** in the upper right corner
5. In the **Document Details** section, click the **magnifying glass** icon for the **Document Type** field
6. Select **Lease**
7. In the **Effective Date** field, enter **today's date**
8. In the **General** section, in the **Lease Name** field, enter **## Training Lease**, where ## is your student number

9. Click **Save & Close** in the upper right corner
10. In the **Work In Progress Lease Abstracts**, click the link for **## Training Lease** that you created

Complete the rest of the lease.

1. In the **Primary Address** section, click the **magnifying glass** icon for the **Location Lookup** field
2. Select the radio button for **## Training Building**, where ## is your student number, and click **OK**
3. In the **Details** section, click the **magnifying glass** icon for the **Lease Type** field



4. Select **Expense Lease**.
5. In the **Base Lease Rate** field, enter **1000**.

| Details | |
|--|--------------------------|
| Lease Type | Expense Lease |
| Primary Use | |
| Base Lease Rate | 51,000.00 US Dollars |
| Memorandum of Lease | <input type="checkbox"/> |
| Is Cost or Fair Market Value Determinable? | <input type="checkbox"/> |
| Accounting Type | Accounts Payable (AP) |
| Lease Category | |
| Contract Status | |
| Lease Base Year | 0 |
| Rules And Regulation? | <input type="checkbox"/> |
| Is it Market-Based? | <input type="checkbox"/> |
| Payment Timing | Payment in Advance |

6. In the **Critical Dates** section, in the **Commencement Date** field, enter the first day of the current month
7. In the **Base Lease Expiration Date** field, enter the last day of the month 12 months from the current date

| Critical Dates | |
|----------------------------|------------|
| Commencement Date | 12/01/2014 |
| Base Lease Expiration Date | 11/30/2015 |
| Rent Commencement Date | |
| Legal Notice Date | |
| Construction Start Date | |
| Construction End Date | |
| Occupancy Date | |

8. In the Management Company section, click the **magnifying glass** icon for the Management Organization Lookup field
9. Select the radio button for **Lincoln Properties LLC** and click **OK**

| Management Company | |
|--------------------------------|--|
| Management Organization Lookup | \Organizations\External Companies\Lincoln Properties LLC |
| Legal Name | Lincoln Properties LLC |



10. In the **Default Remit To** section, click the **magnifying glass** icon for the **Remit To Lookup** field
11. Select the radio button for **Lincoln Properties LLC** and click **OK**

| Default Remit To | |
|-------------------|--|
| Remit To Look Up | \Organizations\External Companies\Lincoln Properties LLC |
| Organization Name | Lincoln Properties LLC |
| Payable To | |

12. Navigate to the **Tax** tab, located at the top of the screen
13. Click on the **magnifying glass** icon for the **Tax Type** field
14. Select **Sales Tax**
15. In the **Tax Rate %** field, enter **3**



Clause Details:


Tax Type  

Includes Index Adjustment? ☐

Clause Summary

Clause Text

Font Family Font Size Format



Tax Details:

Taxes Paid Via

Tax Authority

Tax Id Tax Rate % percent

Save and Activate the record.

1. Click **Save**
2. Click **Activate**
3. In **Related Links**, click on **Lease Abstracts**
4. Reopen the record you just created
5. Click **Complete**

Real Estate Contracts

Real estate lease contracts can also be setup and maintained by bypassing the contract abstraction creation functionality. The on-going management of a real estate contract is an important part of the process involved in meeting all contractual obligations.

For example, an option to renew a lease contract with a landlord may contractually require notification to the landlord a number of days in advance of the lease expiration. Failure to comply with the renewal notification clause may result in significant costs to the State.

Managing Leases

New Leases can be created as a result of the lease abstraction process, in which case the data from the completed lease abstract is copied to the Lease Contract, or independently of the abstraction process by using the Add action in the Leases list. Existing Lease Contract records can be modified, depending on the status, by selecting the record on the Lease list.

Regardless of the method used to create a Lease Contract, the types of modifications that can be performed are the same.

General

On the General tab, enter the RE Lease details. The mandatory fields for a lease contract record include the Lease Name and Commencement Date.

The Apply Template option can be used to copy information from an existing lease template to the current lease contract that includes: Base field values, contact lists, clauses and options, rent schedules, etc.



The other sections on the General tab can be used to record any relevant information, but they are not required. The other sections include:

- Primary Location
- Primary Address
- Units
- Details
- Critical Dates
- Accounting
- Cost Summary
- Lease Notifications

When the basic information has been entered, click Create Draft to initiate the document in the system.

Contact Details

On the Contact Details tab, click the Add People action to create new role entries on the Contacts list. Click on any existing assigned role to assign a person to that role.

By default, every lease contract is required to have 1 Contract Administrator assigned, in order for the record to be saved.

The Contact Details tab is used to define any tenant, landlord, and management company organization assignments and address/contact information. Use the Default Remit To section to define the default payment address used during request for payment creation.

Locations

The Locations tab defines the assigned location details for the contract. Fields on this tab provide default values for Payment Reconciliation calculations. Complete the relevant details in the following sections:

- Units
- Primary Location (pre-filled)
- Location Summary
- Premise Locations
- Other Addresses

Clauses, Options, and Terms

The Clauses, Options, and Terms tab is used to associate clauses and options with the real estate lease record. By adding the clause information to the record in the system, you can access the lease clause information easily without having to locate and review the original product. The lease clauses are the user-defined standards that describe articles within a lease document.

(Optional): Review Lease Clause Details, Options, and Deal Terms.

Clauses Options Terms

Clauses Add Find Template Remove

| ! | Section Category | Clause Type | Granted In Lease | Section | Page | Clause Summary |
|--------------------|------------------|-------------|------------------|---------|------|----------------|
| No data to display | | | | | | |



Clauses normally specify information about rent, renewals, and other types of options. Additionally, you can correlate the clauses to the actual lease by indicating the appropriate section of the lease. When you apply a lease clause template to the record, all of the clauses defined in the template populate the appropriate field in the Clauses, Options, and Terms tab. You can add, edit, or delete clauses from the lease contract.

Payments

The Payments tab is used to create scheduled requests for payment. Either review the payment schedule records inherited from the abstraction process or use click the Monthly Schedule Wizard action to create new schedules. Complete the schedule information including amount, frequency, escalation rates, and other key information. Click the Create Schedule(s) action to complete the schedule wizard process.

Payment schedules can be sent to the Department's Accounts Payable unit for processing in AFIS either manually or on a Future Document Triggering basis. This internal communication provides more accurate payment tracking between AFIS and TRIRIGA.

The screenshot shows the 'Payments' tab in the TRIRIGA system. At the top, there are tabs for General, Contact Details, Locations, Clauses, Options & Terms, Payments (selected), Accounting, Space Use Agreement, History, Summary, and Service Areas. Below the tabs, there are buttons for 'Create Template' and 'Create Draft'. The main content area is titled '(Optional): Setup and review payment schedules, payments, and payment processes.' It features a section for 'Accounting Summary' with fields for 'Accounting Start Date', 'Accounting End Date', 'Deferred Liability Balance' (\$0.00 US Dollars), and 'Deferred Liability Carryover' (\$0.00 US Dollars). Below this is a 'Payment Schedules' section with a 'Related Reports' dropdown set to '-Select-' and a 'Recurring Payment Setup' checkbox. A table header is visible with columns: Payment Type, Description, Frequency, Start Date, End Date, Cost per Unit, Contract Rentable, Charge Amount Basis, Expected Cash Pre Tax, Total Tax, and Status. The table currently shows '0 total found' and 'No data to display'.

Accounting

The Accounting Summary tab displays a summary of the accounting information from the other tabs of the record during the life of the record. The system lists the Accounting Start Date, Accounting End Date, and other relevant accounting values.

The screenshot shows the 'Accounting Details' tab in the TRIRIGA system. It contains several input fields: 'Accounting Type' (set to 'Accounts Payable (AP)'), 'Spend Category' (empty), 'Accounting Start Date' (calendar icon), 'Accounting End Date' (calendar icon), 'Accounting Cost Center' (empty), 'Operating Portion of Capital Lease' (set to 100 percent), 'Create Straight Line Adjustments?' (checkbox), 'Initial Direct Costs' (set to 5.00 US Dollars), 'Straight Line Capital Portion of Rent?' (dropdown), and a '10k Disclosure' text area.

Several key reports are displayed on the Accounting tab including:

- Financial Assumption Reviews
- Term Assumptions
- Amortization Summary
- Amortization Schedule



- Impact Reports

Notes and Documents

The Notes & Documents tab is used to add informational comments or documents related to the contract. This section displays all notes associated with the contract. Use the Add action in the Comments section to open a new Comment form. Comments can be added to record a log of calls, contacts, conversations, emails, and other communications that are related to the history of the contract. Each comment added to the list is logged with a reference data and author. Use the Create action to complete the creation of a comment.

| Comments | | | | | Add Remove |
|--------------------------|--------------|------------|----------------|------------------------|--------------|
| Export 1 total found | | | | | Show: 10 |
| | Comment Type | Created By | Reference Date | Comment | |
| <input type="checkbox"/> | Conversation | Student 4 | 04/19/2015 | Training lease comment | |

Use the Find or Upload actions in the Related Document section to attach documents to the contract. Each uploaded document is posted to the document list and can be managed using standard document management functions, including:

- Check in/out
- Version control
- Document viewing
- Document markup

Click the Save action to record any changes made to the Notes & Documents tab.

Activating Real Estate Contracts

Once the real estate lease record is complete, click the Activate action. The system will route the record for approval following the defined process. The status of the document will remain Review In Progress until the document is approved. Once approved, the record will appear in the results page with a status of Active and the RE contract is considered to be in-effect. Defined request for payment schedules will be generated by the system, potentially including distribution of request for payment record detail to AFIS.

Monitoring Critical Date Notifications

Critical date notifications increase compliance with legal terms, such as expirations, legal notices, and lease options.

| Critical Dates | | | |
|----------------------------|---------------------------------|------------------------------|--|
| ★ Commencement Date | <input type="text" value="25"/> | Lease Term | 0 |
| Base Lease Expiration Date | <input type="text" value="25"/> | Expiration Reminder | 6 Months <input type="text" value="25"/> |
| Rent Commencement Date | <input type="text" value="25"/> | Occupancy Date | <input type="text" value="25"/> |
| Inception (Execution) Date | <input type="text" value="25"/> | Abstracted Date | <input type="text" value="25"/> |
| Legal Notice Date | <input type="text" value="25"/> | Legal Notice Reminder | 6 Months <input type="text" value="25"/> |
| Original Expiration Date | <input type="text" value="25"/> | Construction Start Date | <input type="text" value="25"/> |
| Construction End Date | <input type="text" value="25"/> | Expiration Notification Date | <input type="text" value="25"/> |
| | | Vacate Date | <input type="text" value="25"/> |
| | | Legal Notification Date | <input type="text" value="25"/> |

Expiration

Click the Calendar icon and select the Commencement Date, the date from which the lease term starts. Click the Calendar icon and select the Expiration Date, the date on which the lease expires. The system



calculates the Lease Term by subtracting the Commencement Date from the Expiration Date. For Expiration Reminder, click the Calendar icon to specify the duration before which advance notice should be given of the expiration of the lease.

Legal Notice

Click the Calendar icon and select the Legal Notice Date, the legal notice serving date. For Legal Notice Reminder, click the Calendar icon and specify the duration before which advance notice should be given for the legal notice date.



Manage a Real Estate Contract

Scenario

You will create a payment schedule for a Lease Contract record.

User is on the Contracts > Leases page. Locate and open the existing Lease Contract record using the Contracts > Leases portal.

1. In the related links section, expand **RE Contracts** and click on **Leases**
2. Locate **## Training Lease**, where ## is your student number, from the list of available contracts
3. Click on the lease record to open

Assign a Contract Administrator to the record.

4. In the **Contact Details** tab, **Contacts** section, click on **Contract Administrator**
5. In the **Contact** section, click **Find**
6. Click the radio button for your student number
7. Click the **OK** action

The screenshot shows two panels. The top panel is titled 'Contact' and contains a search bar with 'Student 1' and a 'Find' button. Below the search bar are fields for 'Primary Organization', 'Email', 'Mobile', 'Work Phone', and 'Work Fax'. The bottom panel is titled 'Role' and shows a list of roles with 'Contract Administrator' selected.

8. Click **Save & Close**

Create Payment Schedule for the lease.

1. In the Contract record, navigate to the **Payments** tab
2. In the **Payment Schedule** section, select **Add**
3. In the **General** section, in the **Name** field, enter **## Payment Schedule**, where ## is your student number
4. In the **Details** section for **Payment Type**, click the **magnifying glass** icon and select the **Rent** option
5. In the **Expected Cash** field, enter **1000**



6. In the **Charge Amount Basis** field, verify that it says Per Month

7. In the **Payment Schedule** section, click the radio button for Pay on [x] day of the Month
8. Click the magnifying glass icon in the **Frequency** field and select **Monthly**
9. Verify that the start and end dates are correct

10. In the **Tax Breakdown** section, select the **Add Tax Type** action
11. Check the box for State and click **OK**
12. In the **Tax Rate** field, enter **3**

13. Verify that the vendor is correct in the Payment Instruction section
14. Select **Create**

Activate the contract record.

1. Select the **Save** action
2. Select the **Activate** action

Confirm Payment Schedule Creation.

1. Reopen lease record from Leases landing page
2. Navigate to **Payments** tab
3. On the **Payment Schedules** tab, verify the status is **Scheduled**
4. On the **Payments** tab, verify individual payment lines include total for rent and tax



| Payments | | | | | | |
|--|---------------------------------------|--|--|------------------------|--------|--|
| Related Reports: <input type="text" value="-Select-"/> Payments - Projected (AP) | | | | | | |
| <input type="button" value="Export"/> | 12 total found | <input type="button" value="Apply Filters"/> | <input type="button" value="Clear Filters"/> | | | |
| Due Date | Payment Type | Accounting Type | Expected Cash Before Tax | Expected Cash with Tax | Status | |
| <input type="text" value="Equals"/> | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> | | | |
| 12/01/2014 | Rent | Accounts Payable (AP) | \$1,000.00 | \$1,030.00 | Active | |
| 01/01/2015 | Rent | Accounts Payable (AP) | \$1,000.00 | \$1,030.00 | Active | |
| 02/01/2015 | Rent | Accounts Payable (AP) | \$1,000.00 | \$1,030.00 | Active | |
| 03/01/2015 | Rent | Accounts Payable (AP) | \$1,000.00 | \$1,030.00 | Active | |

- Click the [X] to close the contract record.

Real Estate Payments

Payments related to a real estate contract (owned or leased) can be processed using payment details from AFIS. Payment schedules can be defined to include details such as amount, period, frequency, etc.

Processing/Reconciling Payments to AFIS

The Contracts > Payables portal is used to access the Process Payments function. Click the Add action to create a new payment entry on the Process Payments list page.

Process Payments:

General

Notifications

Notes & Documents

System

Work Flow Instance

Associations

Audit Actions

Create Draft

X

(Required): Enter description for the record.

General

ID

Revision

0

Status

Planned Date

04/20/2015

25

X

Name

Description

Details

Processed Date

Parameters

Process Period

Due Before

25

X

Payment Line Items

0 total found

Show: 20

Contract Name

Contract Type

Payment Type

Due Date

Status

Actual Amount

Expected Cash with Tax

No data to display

Create Draft

X

General

Enter a Name and a Planned Date on the General tab.

Payments Line Items

In the Payments Line Items section, the Find action can be used to select payment records that were created during the setup of the contract payments, including one-time and/or recurring payments. Select the Payments to be included and select OK.

When complete, select Create Draft. When payments are ready to be processed, select Issue.



Process and Reconcile Real Estate Payments

Scenario

You will enter payment line item information for a Lease Contract record.

User is on the Contracts > Payables page. Locate and select **Process Payments** in the **Payments** section on the Contracts > Payables portal.

1. From the Process Payments landing page, select the **Add** option
2. In the **General** section, in the **Name** field, enter **## Rent Payment**, where **##** is your student number

| General | | |
|-----------------|--------------|--------|
| ID | Revision | Status |
| | 0 | |
| Name | Planned Date | |
| ## Rent Payment | 04/27/2015 | |
| Description | | |

3. In the **Payment Line Items** section, select the **Find** option
4. Locate your scheduled payments by entering your student number (**##**) into the filter field for **Contract Name**
5. Select the checkbox next to the **Payment Line Item** that you wish to process
6. Click the **OK** action
7. Click the **Create Draft** action
8. Click the **Issue** action

From the Process Payments landing page, reopen the payment from **step A**.

1. Click on the **Payment Line Item**
2. Navigate to the **History** tab
3. Click on the **Payment Voucher**
4. Using the information provided by **AFIS** Accounts Payable, enter **Check Date**, **Check Amount** and **Warrant Number**
5. Click **Save** action
6. Verify the **Variance** field to the actual amount paid
7. Click **Process** action



Create and Process a Real Estate AR Invoice

Scenario

You will create a real estate invoice and process the cash receipt for a Lease Contract record.

User is on the Contracts > Leases page. Locate and open the existing Lease Contract record using the Contracts > Leases portal.

1. In the related links section, expand **RE Contracts** and click on **Leases**

2. Locate **## Training Lease**, where **##** is your student number, from the list of available contracts
3. Click on the lease record to open
4. Click the **Revise** action
5. Enter a revision number in the description field and select **Continue**
6. Change the Accounting Type to **AR Accounts Receivable** and the Lease Type to **Income Lease – Sublease**

Create Payment Schedule for the lease.

1. In the Contract record, navigate to the **Payments** tab
2. In the **Payment Schedule** section, select **Add**
3. In the **General** section, in the **Name** field, enter **## AR Payment Schedule**, where **##** is your student number
4. In the **Details** section, **Payment Type** field, click the **magnifying glass** icon and select the **Rent** option
5. In the **Accounting Type** field, select **Accounts Receivable (AR)**
6. In the **Expected Cash** field, enter **500**
7. In the **Charge Amount Basis** field, verify that it says **Per Month**



8. In the **Payment Schedule** section, click the radio button for Pay on [x] day of the Month
9. Click the magnifying glass icon in the **Frequency** field and select **Monthly**
10. Verify that the start and end dates are correct
11. In the **Tax Breakdown** section, select the **Add Tax Type** action
12. Check the box for State and click **OK**
13. In the **Tax Rate** field, enter **3**
14. In the **Payment Instruction** section, select the **Add** option
15. In the **Remit To** section, click the magnifying glass icon and select the radio button for **ADA**
16. Click the **OK** action
17. Select the **Create** action
18. Select checkbox for Lincoln Properties; select **Remove** action
19. Select **Create**

Activate the contract record.

1. Select the **Save** action
2. Select the **Activate** action

Confirm Payment Schedule Creation.

3. Reopen lease record from Leases landing page
4. Navigate to **Payments** tab
5. On the **Payment Schedules** tab, verify the status is **Scheduled**
6. On the **Payments** tab, verify individual payment lines include total for rent and tax

Close the contract record.

Create the Invoice.

1. On the Contracts > Receivables landing page, select **Generate Lease Invoices**
2. Click the **Add** option
3. In the **Name** field, enter **## AR Invoice**, where ## is your student number
4. In the **Process Month** field, set to current month
5. In the **Due Before** field, enter a date 2 months from today
6. In the **AR Leases** section, select the **Find** action
7. Select the checkbox for the AR Lease with your user number
8. Click **OK**
9. Click the **Create Draft** action
10. Click the **Process** action
11. In the **AR Invoices** section, open the Invoice record
12. Change the **Remit To** to **ADA**
13. In the Bill To section, click the magnifying glass and filter on **DTA**
14. Select the radio button for **DTA** and click **Ok**



15. Click the **Save** action
16. Click the **Issue** action
17. Close the record

Process the Cash Receipt for the RE Invoice.

1. On the Contracts > Receivables landing page, select **Receive Lease Receipts**.
2. Click the **Add** option
3. In the **Receipt Date** field, enter today's date
4. In the **Payment Method** field, select **Check** from the dropdown menu
5. In the **Contract** section, select the **Find** action
6. Select the radio button for the AR Lease with your user number
7. Click **OK**
8. In the **Payment Details** section, in the **Check Date** field, enter yesterday's date
9. In the **Check #** field, enter **##ZZZ**, where **##** is your student number
10. In the **Amount Received** field, enter **1000**
11. In the **Payment Parameters** section, enter a date 2 months from today
12. In the **AR Payments Due** section, clear the filters and enter the actual amount paid from above
13. Select the **Calculate** action
14. Click the **Create Draft** action
15. Click the **Issue** action



Real Estate Transaction Plan

A real estate transaction plan can be initiated through the review and approval of a real estate action request. The real estate action request can be submitted to the organization's transaction manager, who can approve the record, reject the record, or request more information. If the request is approved, the system creates the transaction plan. A transaction plan serves as the container for developing and managing the actual transaction projects.

Creating Real Estate Action Requests

The Requests > My Requests portal is used to view Request Central. From the Request Central, you can expand the Contract type and click Real Estate Action Request to create a new Real Estate Action Request form.

The screenshot shows the 'Request Central' window with the title 'Select the type of request you would like to make'. The interface lists several categories, each with an icon and a description:

- Facilities**: Request facility repair
- IT & Phones**: Request repair or replacement of computer, equipment, or phone
- Space**: Request to move, or update space assignments
- Human Resources**: Request to add or update employee information
- Contract**: Request to add or update a real estate or procurement contract. This category is expanded to show:
 - Contract Change
 - Real Estate Action Request
 - RE Contract Change Request
 - Lease Assumption Change Request
- Store**: Request a store repair
- Product and Services**: Request Products and Office Services

General

On the General tab of the request, complete the **Request is for** section, the first field at the top of the form. The **Request is for** radio buttons are used to identify for whom the request is being placed. Select either Me or Someone Else. The default assumes the request is for you. In the Describe Your Request field, provide a brief description of the RE Action Request.



Home > Requests > My Requests >

Print Open In New Window Add to Bookmarks My Bookmarks

General Notifications Notes & Documents System Work Flow Instance Associations Audit Actions

Create Draft Submit X

(Instruction): To submit a Real Estate Action request, complete the form below then click Submit.

★ Request is for ☒ Me ☐ Someone Else

Lease / Owned Property Contracts Affected Find | Remove

0 total found Show: 10

| ID | Name | Lease Type | Status |
|--------------------|------|------------|--------|
| No data to display | | | |

Describe Your Request

Need Details (Required Parameters)

★ Type of Action If 'other' action, describe

Required Completion Date Required Property Type

Required Property Use If 'other' use, describe

Area Units Existing Space Existing Seats

Estimated Space Required Estimated Seats

Currency Estimated Budget Includes

Estimated Cost per Area Includes

Deal Term

Desired Geographic Location Clear

★ Geography Lookup

City County

Metropolitan Area StateProv

Region Country

World Region

Comment

Lease/Owned Property Contracts Affected

Complete the Lease/Owned Property Contracts Affected section by using the Find action to select the leased/owned property contracts that are affected. A Query window listing all of the associated records from the Real Estate Contract Manager will appear. Select the required lease/owned property contract records and click OK. The system will auto-populate the ID, Name, Lease Type, and Status based on the selected record.

Lease / Owned Property Contracts Affected Find | Remove

Export 1 total found Show: 10

| ID | Name | Lease Type | Status |
|---------|-------------------|---------------|--------|
| 1000012 | 01 Training Lease | Expense Lease | Active |

You can select multiple existing leased or owned properties that may be affected by the RE Action Request. The records displayed in this section are based on the type of action that is selected in the Need Details section. For example, if a new request is created, and the Type of Action selected is New Requirement, then no existing contracts will be displayed in the Lease/Owned Property Contracts Affected. If the Type of Action selected is Lease Expiration, then the required contracts associated to the lease expiration are added to this section.

Need Details (Required Parameters)

The Need Details section is used to describe the required parameters for the proposed real estate transaction. The request is placed based on the parameters selected in this section, such as Required



Completion Date, Required Property Use, Contract Term, etc. Additionally, you can define the use of the location, for example, a call center or equipment rental. The Type of Action field in this section determines how associated properties are affected. The possible types include: Closure, Expansion, Lease Expiration, New Requirement, No Change, Other, and Reduction.

| Need Details (Required Parameters) | | | |
|------------------------------------|-------------------|-----------------------------|---|
| Type of Action | Expansion | | |
| Required Completion Date | | If 'other' action, describe | |
| Required Property Use | | Required Property Type | |
| Area Units | Square-feet | If 'other' use, describe | |
| Existing Space | 0 square-feet | Existing Seats | 0 |
| Estimated Space Required | 0 square-feet | Estimated Seats | 0 |
| Currency | US Dollars | Includes | |
| Estimated Budget | \$5.00 US Dollars | Includes | |
| Estimated Cost per Area | \$5.00 US Dollars | | |
| Deal Term | | | |

Required for Organization

The Required for Organization section is used to select the Organization Path which acts as one of the key elements in creating the RE Action Request. There are certain requirements for the Organization selected. The Required for Organization must be a My Company or Government record, and within that record, the Contact Details tab must contain an individual. The reason for these requirements is that the person in the Contact Details tab will be selected automatically as the Portfolio Manager when the RE Action Request is created. Without a Portfolio Manager, the RE Action Request will fail when submitted.

| Required For Organization | | Find Clear |
|---------------------------|-------------------------------------|--------------|
| Organization Path | \Organizations\State of Arizona\ADA | |
| Company | State of Arizona | Division |
| Organization Name | ADA | |

Submit the Request

Click the Submit action to route the record to the members in the distribution list for approval. Submitting the request will change the status to Review in Progress and after all members in the distribution list have approved the record, the record status will change to Issued.

| | | | |
|--------------|--------------------|------------------|--------------|
| Print | Open In New Window | Add to Bookmarks | My Bookmarks |
| Create Draft | | Submit | X |

Transaction Plan

The Transaction Plan section on the RE Action Request form is automatically populated with the details of the Transaction Plan record that is created when the request is approved.

Developing Real Estate Transaction Plans

The Real Estate Transaction Plan acts as the central component around which all real estate transaction decisions are made and can be developed to include scenarios that use real estate transactions as solutions to problems. A Real Estate Transaction Plan can also be a container for real estate transaction projects which use a Six Sigma rating system to compare the possible scenarios and help in the real estate decision-making process.



Create New Transaction Plan

To create a new Transaction Plan, navigate to the Projects > Real Estate portal. In the Related Links – Real Estate section, click View Transaction Plans. On the View Transaction Plans page, click the Add action to create a new RE Transaction Plan record. It is also possible that an RE Transaction Plan was created automatically as a result of the approval of an RE Action Request. In that case, the RE Transaction Plan can be opened by clicking the plan number or plan name in the View Transaction Plans list.

| Plan Number | Plan Name | Location | Priority | Status |
|-------------|---|----------|----------|--------|
| 1000402 | Transaction Plan For - Request: 1000000 | | | Draft |

General

On the General tab, in the General section, the ID field will be auto-generated if not provided. Enter a Name and a Description for the Transaction Plan. In the Target Geography section, use the lookup for the Geography Lookup field to select a value for the field. The other fields in this section will auto-populate based on the Geography Lookup selected. Complete the other sections on the General tab if necessary, they are not required.

General

ID: 1000402 Revision: 0 Status: Draft

Name: Transaction Plan For - Request: 1000000

Description: Training

Target Geography

Geography Lookup: \Geography\North America\Administration\ADA - Dept of Administration

City: State/Province: Country: Administration

Metropolitan Area: County: World Region: North America

Region: Comment:

Project Details

Priority: Conversion Group: Default Currency Exchange Date: 04/20/2015 00:12:43

Units

Currency: US Dollars Area Units: square-feet

Financial Assumptions (Defaulted to Transactions)

Current Fiscal Year: First Day of Current FY: Last Day of Current FY: Business Unit Discount Rate: 0 percent Corporate Tax Rate: 0 percent



Tasks

The Tasks tab is used to associate tasks from the Manage Tasks page with the Transaction Plan. The tasks that are associated on this tab relate to the Transaction Plan and may have an effect on the Transaction Plan itself. Some tasks may need to be completed for the transaction; others may just be added for consideration purposes. Project Tasks and Approval Tasks can be associated with the Transaction Plan. The provided features can be used to create task records and create dependencies between tasks to build a set of related Transaction Plan milestones. The person assigned to the task will receive notifications/alerts about the task assignment.

The screenshot shows the 'Tasks' tab within a software interface. At the top, there's a 'Summary' section with fields for 'Plan Start' (04/20/2015), 'Plan End', 'Calculated Start', 'Calculated End', 'Time Zone' (GMT -7 Arizona [US/Arizona]), and 'Calculate Project From' (Start). Below this is a 'Project Task Gantt' section with a link to 'Open Gantt In New Window'. The main 'Tasks' section has a toolbar with 'Refresh', 'Add', 'Assign Task by Role', 'Baseline', 'Find', and 'Remove'. A 'Related Reports' dropdown is set to '-Select-'. Below the toolbar, it says '0 total found'. A table header is visible with columns: #, Type, ID, Task Name, Planned Start, Planned End, Percent Complete, Actual Cost, and Status. The table body shows 'No data to display' and a total of '.00' in the Actual Cost column.

Market Analysis

The Market Analysis tab is used to define an analysis of the market in which the real estate transaction is to take place. The market analysis is based on the market cost/price and total cost/price per square area. This data may help planners make cost and space-related decisions about the pending transaction. This analysis can be based on market data resources, such as a URL. Additionally, market resource documents may be added to the Document Manager, so that they may be viewed by anyone reviewing the RE Transaction Plan. On this tab, enter values for:

- Market Cost/Area
- Market Total Cost
- Market Price/Area
- Market Total Price
- Market Data

Use the Add action in the section bar to add records to the Market Data Resources section. Clicking the Add action will display the URL form which allows you to enter a Name and a URL as the source of Market Data. To add the record to the Transaction Plan, click the Create action.

The screenshot shows the 'Market Analysis' tab. At the top, there's a 'Units' section with a 'Currency' dropdown set to 'US Dollars'. Below this is the 'Market Analysis' section with input fields for 'Market Cost / Area' (\$0.00 US Dollars), 'Market Price / Area' (\$0.00 US Dollars), 'Market Total Cost' (\$0.00 US Dollars), and 'Market Total Price' (\$0.00 US Dollars). There's also a 'Market Data' text area. Below this is the 'Market Data Resources' section with a toolbar containing 'Add', 'Find', and 'Remove'. It shows '0 total found' and a 'Show: 10' dropdown. A table header is visible with columns: Name and URL. The table body shows 'No data to display'. At the bottom is the 'Market Documents' section with a toolbar containing 'Find', 'Remove', and 'Upload'. It shows '0 total found' and a 'Show: 10' dropdown. A table header is visible with columns: Document Name, Document Number, Document Status, File Name, Revision, and Revision Date. The table body shows 'No data to display'.



Notes & Documents

The Notes & Documents tab is used to add informational comments or documents related to the Transaction Plan. This section displays all notes associated with the Transaction Plan. Use the Add action in the Comments section to open a new Comment form. Comments can be added to record a log of calls, contacts, conversations, emails, and other communications that are related to the history of the Transaction Plan. Each comment added to the list is logged with a reference data and author. Use the Create action to complete the creation of a comment.

| Comments | | | | | Add Remove | | |
|--------------------------|---|---------------|-----------------|-----------------|--------------|---------------|------------------------|
| 0 total found | | | | | Show: 20 | | |
| <input type="checkbox"/> | ! | Comment Type | Created By | Reference Date | Comment | | |
| No data to display | | | | | | | |
| Related Documents | | | | | | | Find Remove Upload |
| 0 total found | | | | | | | Show: 20 |
| <input type="checkbox"/> | ! | Document Name | Document Number | Document Status | Revision | Revision Date | File Name |
| No data to display | | | | | | | |

Use the Find or Upload actions in the Related Document section to attach documents to the Transaction Plan. Each uploaded document is posted to the document list and can be managed using standard document management functions, including:

- Check in/out
- Version control
- Document viewing
- Document markup

Click the Save action to record any changes made to the Notes & Documents tab.

CTQs

The Critical to Quality items (CTQs) tab is used to provide the details for CTQ Items. Each CTQ Item is listed in line item format on this tab. Click the Add action to add records to the CTQs tab. This will display the CTQ Item form which allows you to enter the necessary information, such as Name, Importance, Assessment Type, and Desired Value. To add the record to the Transaction Plan, click the Create action. The variables assigned to the Need and Importance Rank columns are used to define the requirement itself. For example, if the CTQ Item record selected is for Completion Date, the Completion Date can be assigned as the desired value.

| Critical To Quality (CTQ) Items | | | | | | | Add Find Remove |
|--|---|--------------------------------|--------------------|---------------|-------------|--|---------------------|
| Export 6 total found Apply Filters Clear Filters Show More Filters | | | | | | | Show: 50 |
| <input type="checkbox"/> | ! | CTQ Need | Importance Ranking | Desired Value | Units | | |
| <input type="checkbox"/> | | Contains | Contains | Contains | Contains | | |
| <input type="checkbox"/> | | Business - Budget | 5 - High | 0E-12 | US Dollars | | |
| <input type="checkbox"/> | | Business - Completion Date | 5 - High | | | | |
| <input type="checkbox"/> | | Business - Cost per Area | 1 - Low | 0 | US Dollars | | |
| <input type="checkbox"/> | | Business - Description of Need | 1 - Low | Training | | | |
| <input type="checkbox"/> | | Business - Estimated Seats | 5 - High | 0 | each | | |
| <input type="checkbox"/> | | Business - Estimated Space | 5 - High | 0 | square-feet | | |



Planning

The Planning tab contains information that forms the basis of the RE Transaction process. The initial process involves the creation of scenarios which describe all of the possible solutions to close the real estate transaction. Transactions and scenarios are created on the Planning tab.

Units

Currency: US Dollars Area Units: square-foot

Summary

Lowest NPV (Acquisition) 5.00 US Dollars
Highest NPV (Disposition) 5.00 US Dollars

Transactions Find | Add Transaction Project | Send Offline Transaction Form | Remove

Export 1 total found Show: 10

| | Project Name | Project ID | Type | Status |
|--------------------------|-------------------|------------|--------------------------|---------|
| <input type="checkbox"/> | 01 Training Lease | 1000846 | RE Project Current Terms | History |

Transactions P&L Impact Transactions Net Equity Impact

Transactions P&L Impact

Transaction Projects P&L Impact Restore Defaults | Save Settings | Apply Filters

Show By: Fiscal Month Transaction Project

The Scenarios section is used to add every possible option for completing the real estate transaction. By using the actions in the Action bar, you can create as many new scenarios as necessary.

Scenarios Add | Remove

0 total found Show: 10

| | Rank | Name | Status |
|--------------------|------|------|--------|
| No data to display | | | |

Real Estate Contracts Find | Remove

Export 1 total found Show: 10

| | ID | Name | Lease Type | Status |
|--------------------------|---------|-------------------|---------------|--------|
| <input type="checkbox"/> | 1000012 | 01 Training Lease | Expense Lease | Active |

Colocation Opportunities Colocation Analysis | Remove

0 total found Show: 10

| | ID | Name | Contract Type | Status |
|--------------------|----|------|---------------|--------|
| No data to display | | | | |

Merged Plans

0 total found Show: 10

| | Project Name | Project ID | Status |
|--------------------|--------------|------------|--------|
| No data to display | | | |

Click the Add action to display the RE Transaction Scenario form. The form is used to provide all of the necessary information. Clicking the Find action in the Projects section will allow you to associate different kinds of transactions for the scenario. When the Scenario form is complete, click the Create action to add the scenario to the Planning tab on the Transaction Plan.



RE Transaction Scenario: Print Help

General Summary Metrics Notes & Documents System Work Flow Instance Associations Audit Actions Create x

(Required): Select and rank the Transactions included in this Scenario.

General

ID Status

★ Name

Description

Details

Rank

Units

Currency US Dollars Area Units square-feet

Transaction Plan

ID 1000402 Name Transaction Plan For - Request: 1000000

Projects Find Remove

0 total found Show: 10

| <input type="checkbox"/> | ! | Project Name | Project ID | Type | Status |
|--------------------------|---|--------------|------------|------|--------|
| No data to display | | | | | |

Create x

Activate

Once the Transaction Plan record has been completed, click the Activate action. This will route the record for approval based on the defined approval process. The record will remain in Review in Progress status until it is approved. Once approved, the record will appear in the results page with a status of Active and the Transaction Plan is considered to be in-effect.



Managing Real Estate Transaction Projects

Real estate projects are developed and managed through a real estate transaction plan. Each project can be evaluated against the scoring criteria (CTQs) from the transaction plan. Multiple scenarios can be developed in conjunction with the transaction plan to address the requirements.

Creating Real Estate Project Transactions

Real Estate Projects are typically created from within the Real Estate Transaction Plan container. To find an existing RE Transaction Plan, navigate to the Projects > Real Estate portal and click the View Transaction Plans link in the Related Link – Real Estate portal section. On the View Transaction Plans page, click the Plan Number for the Transaction Plan that will contain the new RE Project and navigate to the Planning tab.

| Transactions | | | | |
|---|-------------------|------------|--------------------------|----------|
| Find Add Transaction Project Send Offline Transaction Form Remove | | | | |
| Export | 1 total found | | | Show: 10 |
| <input type="checkbox"/> | Project Name | Project ID | Type | Status |
| <input type="checkbox"/> | 01 Training Lease | 1000846 | RE Project Current Terms | History |
| Transactions P&L Impact Transactions Net Equity Impact | | | | |

In the Planning tab, you can provide details that pertain to the new Transaction Project, such as acquisition and disposition details, that is being created for the RE Transaction Plan record.

Add Transaction Project to Transaction Plan

Use the Add Transaction Project action in the section bar to add a new Transaction Project record to the Transactions section. The system will display the Add Transaction form, which is used to provide the necessary information such as transaction name and type and assign a Project Template from the list of available templates. When that information has been completed, clicking the Continue button.

Add Transaction:
Print
Help

General
System
Work Flow Instance
Associations
Continue
x

(Required): Add Transaction Project and Scenario.

General

Transaction Name
Description

Details

Transaction Type
Create Scenario?

Project Template

Export
1 total found
Show: 10

| ID | Name |
|---------|---|
| DEFAULT | New Project for Transaction Plan Template |

Continue x

If the Transaction Type of the new Transaction Project is Acquisition or Lease, the system can create a Revenue Forecast.



Assigning Real Estate Projects to Scenarios

Multiple RE Projects can be assigned to one or more scenarios to define the possible solutions. The various RE Project types provide the ability to effectively track the costs, leases, and occupancy issues associated with a property.

For example, if an organization wants to increase its headcount, it requires more space. The organization can dispose of the current property (using a Termination project) and acquire a new one (through a Lease or Acquisition project). These choices are the possible solutions for each real estate scenario.

Multiple RE Project types can be added to a solution scenario. To assign an RE Project to a Transaction Plan scenario, navigate to the Planning tab on the Transaction Plan and select a record from the Scenarios list or, on the Scenario record, use the Find action in the Projects section to assign candidate projects to the scenario.

Develop Project Details

On the RE Project form, complete any additional project details that support the evaluation and comparison of RE Projects, including but not limited to: Financial Terms and Tasks.

Financial Terms

The Financial Term details will vary by RE Project type. For example, an Acquisition project will prompt you for the details of the Purchase Price and Purchase Date, while a Lease project will prompt for the Estimated Rent Schedules, Lease Start/End Dates, etc.

RE Project Current Terms: 01 Training Lease-0 1000846

Add To Bookmarks Print Help

General Contacts Site Information **Financial Terms** Tasks Space Use Agreement Financial Summary Executive Summary Close-Out Notifications Notes & Documents System Work

(Required): Review and create revisions of the financial terms for the Transaction.

Attention!

Your administrator has set up required contacts for certain roles in RE Project records. The Portfolio Manager role has a requirement of Requires Exactly One. Please update the Contacts section to include a Portfolio Manager.

Deal Terms

| | | | |
|--------------------------------|-----------------|------------------------------|-----------------|
| Commencement Date | 12/01/2014 | Proposed Rentable Area | 0 square-feet |
| Expiration Date | 11/30/2015 | Total Building Rentable | 0 square-feet |
| Occupancy Date | | Lease Pro-Rata Share | 0 percent |
| Rent Commencement Date | | Lease Category | |
| Contractual Rent Term (months) | 12 | Occupancy Term (months) | 0 |
| Base Rent / Area / Year | 5.00 US Dollars | Base-year OPEX / Area / Year | 5.00 US Dollars |
| Current Annual Rent | 5.00 US Dollars | | |
| Initial Direct Costs | 5.00 US Dollars | | |

Units

| | |
|------------|-------------|
| Area Units | square-feet |
| Currency | US Dollars |

Premise Locations Options Rent Expense Operating Expenses Parking Expenses Security Deposits Leasehold Improvements Allowances Commission Schedules Moving Costs Restoration / Dilapidation

Premise Locations

0 total found Show: 20

| Premise Name | Included In Rent | Effective From | Effective To | Rentable (lease) | Usable (lease) |
|--------------------|------------------|----------------|--------------|------------------|----------------|
| No data to display | | | | | |

Real Estate Cost Summary

| | | | | | |
|-----------------------|-------------|------------|------------------------------|------|------------|
| Average Annual Rent | \$24,000.00 | US Dollars | Annual Operating Expenses | 5.00 | US Dollars |
| Rent Expense Per Area | 5.00 | US Dollars | Operating Expense per Area | 5.00 | US Dollars |
| Total Cost Per Area | 5.00 | US Dollars | Total Leasehold Improvements | 5.00 | US Dollars |
| Total Commitments | \$24,000.00 | US Dollars | Monthly Incentive Allowance | 5.00 | US Dollars |

Tasks

On the Tasks tab, you can create tasks for the RE Project. Typically, the tasks on the RE Project are used to track high-level project milestones. Use the provided features to create task records and create



dependencies between tasks to build a set of related Transaction Plan milestones. Those assigned as the Responsible person for a task will receive notifications and/or alerts about the task assignment.

Requesting a CTQ Evaluation for a Real Estate Project

A Cost to Quality (CTQ) evaluation is only available for RE Project types of Acquisition or Lease.

On the Transaction Plan record, on the Planning tab, select any of the RE Projects that have been added in the Transactions section. Navigate to the CTQs tab on the selected RE Project record. Complete the Assessment values to define the actual values measured for the Project and Save the project. Click the Request CTQ Evaluation action on the CTQ Assessment section to initiate the survey process. Select which contracts should receive the evaluation assignment and click Continue.

An action item will be assigned to each contact to provide a response, including satisfaction ratings, for each CTQ item. CTQ ratings are used to compare RE Projects across Transaction Plan scenarios, using Six Sigma scoring methods. Various tools are provided to perform a detailed financial analysis and cost comparisons between scenarios.

Activate the RE Project

Once the Transaction Plan record is complete, click the Activate button on the Transaction Plan. The system will route the record for approval following the defined approval process. Until the record is approved, the status will be Review in Progress. Once the document is approved, the status is set to Active and the Transaction Plan is considered to be in-effect.



Appendix A

Terminology

The terms listed below are used throughout this training guide.

| Term | Description |
|---------------------------|--|
| Acquisition | Defines the real estate details of a property being purchased from another party. |
| Approvals | Ensure that created and modified records meet the defined business requirements. |
| Assets | Owned or leased items, such as buildings, equipment or vehicles that are tracked in the TRIRIGA system. |
| Capital projects | Large-scale goals, such as the construction of a building project that typically requires significant funding to complete. |
| Condition Assessment Plan | A plan for ensuring that critical building systems are regularly inspected and the current condition of systems is recorded. |
| Current Terms | Defines the current terms and conditions of a lease agreement with another party. |
| Dashboard | Default page for each security group or user role that provides a snapshot of current activity. |
| Disposition | Defines the real estate details of a property that is being sold to another party. |
| Evaluation surveys | Used to follow up requests, maintenance, sustainability measurements, and space reservations with a questionnaire that provides feedback to the service provider on the quality of work performed. |
| Expiration | Defines the real estate details of a lease whose duration is elapsed. |
| Facilities projects | Smaller-scale goals, such as painting an office, moving cubicles, and handling plumbing or electrical repairs. |
| Funding Request | Used to request the necessary funds to pay for assessed opportunities. |
| Funding Sources | Budgetary resources for programs and projects. |
| Home Page | Returns the user to the default Dashboard page and includes the available portals for that user based on assigned security. |
| Job Plan | The primary record in the preventative maintenance process that defines who is responsible for the work to be performed and identifies the building systems, assets, and locations that will be serviced, also referred to as the scope. |
| Landing Pages | Contain actions organized into menus and sections of relevant information. |
| Lease | Defines the real estate details of a lease agreement with another party. |
| Leases Portal | Used to view real estate contracts and asset leases. |
| Manage Moves Project | Management of moves includes managing move service requests, planning scheduled moves, and planning strategic moves. |
| Notifications tab | A tab in each record that defines users who are notified of any changes or approval requirements. |
| Portals | The main application sections within TRIRIGA. |
| Portfolio portal | Central store of Locations, Organizations, People, Specifications, and Assets. |
| Preventative Maintenance | Work performed on a defined schedule. |
| Program record | Provides details about the higher-level business vision, business goals, or business objectives that govern and align the objectives across multiple inter-related projects. |



| Term | Description |
|--------------------------------------|---|
| Project | Defined by its general information, the team members, the scope, a schedule, and a budget. |
| Project Record | Used to manage all activity related to the completion of work for a specific project, including the tracking of costs, tasks, milestones, and resources. |
| Real Estate Contract Abstract record | The recording of a contract by entering specific summarized data. |
| Real Estate Functions | Allow users to plan real estate transactions and manage real estate projects for an organization. |
| Real Estate Transaction Plan | Acts as the central component around which all real estate transaction decisions are made. A Real Estate Transaction Plan can be developed that includes scenarios that use Real Estate Transactions as solutions to problems. A Real Estate Transaction Plan can also be a container for Real Estate Transaction Projects which use a Six Sigma rating system to compare the possible scenarios and help in the real estate decision-making process. |
| Requests portal | Used to issue, manage, and track various requests. |
| Service Level Agreements (SLAs) | Used to define the contractual terms and conditions for maintenance service agreements. |
| Service Plans | Used to centralize the rules used to manage service requests and work tasks. |
| Space Management | Used to maintain space plans and track space utilization data in buildings and structures. Also possible to manage the people and assets that are in the space and coordinate property transactions in the system. |
| Sublease | Defines the real estate details of a lease agreement between a lessee and a sub-lessee. |
| Termination | Defines the real estate details of a lease that is closing before its original end date. |
| Utility meters | Used to track utility consumption data for locations. |
| Work Plan | Used to manage work groups and assign work through scheduling of resources. |



Appendix B

Acronyms

The table below lists the acronyms that are used in this training guide.

| Acronym | Definition |
|---------|--------------------------|
| CTQ | Critical to Quality |
| OpEx | Operating Expense |
| PM | Preventative Maintenance |
| RE | Real Estate |